



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY

Food & Laundry Services Manager

Class Code:
022700

Bargaining Unit: Supervisory and Staff
Management

COUNTY OF TULARE
Revision Date: Jan 1, 1993

SALARY RANGE

\$17.84 - \$21.74 Hourly
\$1,427.00 - \$1,739.15 Biweekly
\$3,091.83 - \$3,768.17 Monthly
\$37,102.00 - \$45,218.00 Annually

DEFINITION:

To direct the operation of the kitchen and laundry facilities of the Juvenile Hall or other juvenile detention facility; to plan and supervise the preparation, cooking, and serving of food; and to plan and supervise the work performed by inmates in assisting the kitchen and/or laundry.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the detention facility director or assistant, or other upper level management position.

Responsibilities include the direct supervision of Cook III's, II's and I's, and the technical supervision of inmate helpers.

TYPICAL DUTIES:

DUTIES may include, but are not necessarily limited to: Plan, assign and supervise the work of the kitchen and laundry staff; prepare menu; order food and supplies; cook and bake foods in large quantities; cut meat with hand and motorized equipment; assist with preparation of food for the next shift; oversee proper storage and use of food supplies; supervise kitchen and laundry procedures to assure proper staffing, sanitary conditions, safe use and maintenance of equipment; oversee food portions and smooth functioning of serving line; ensure cleanliness and order of inmates assigned to work in the kitchen area; maintain control over knives and other kitchen equipment which might serve as potential weapons; estimate food quantities and calculate food costs; maintain inventory records; assist with annual budget recommendations for kitchen expenses; train other cooks and inmate workers and evaluate work performance; recruit kitchen workers.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

EMPLOYMENT STANDARDS:

NECESSARY EMPLOYMENT STANDARDS

Knowledge of: Fundamentals of nutrition and dietetics; kitchen sanitation and safety laws and regulations; proper use, care, and security of equipment, machines and utensils; sources and procedures in the ordering and storing of large quantities of food; meal planning and preparation for institutions; math sufficient to calculate percentages, decimals and fractions; supervisory techniques including training and evaluating other employees; basic laundry procedures and cleaning solutions.

Skill/Ability to: Cook and bake in large quantities; write legible instructions, memos and menus; read, understand, and follow basic recipes including converting recipes for large scale preparation; schedule, assign, and coordinate all kitchen functions; give clear, concise oral instructions to others; plan and prepare long range menus to produce well balanced meals within budget limits; operate basic kitchen and laundry machines and equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to completion of the twelfth grade, or equivalent to graduation from a food preparation school.

Experience: Two years experience in full-time cooking involving large scale food preparation, which included menu preparation, quantity calculation and ordering food; one year of experience in the operations of a commercial laundry.

DESIRABLE EMPLOYMENT STANDARDS

Skill/Ability to: Supervise and train inmates; exercise security requirements; supervise the operation of a large scale food preparation facility; perform meat cutting.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.